



*Sachem Central School District  
Administration Office*

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To: NYSHIP Empire Plan New Enrollees and Dependents to be Re-Enrolled

From: Bruce Singer, Associate Superintendent

Date: July 2011

A handwritten signature in cursive script that reads "Bruce Singer".

**The New York State Department of Civil Service  
Policy on Proofs Required Establishing a Dependents' Eligibility**

The New York State Department of Civil Service has revised their requirements to proof a dependent's eligibility. Please submit all of the required documents with your health insurance application in order for your application to be processed in a timely manner. **If proper documentation is not received with the health insurance application, your health insurance will be processed to commence on the 1<sup>st</sup> of the month following receipt of the completed application/documentation.**

Spouse:

- A copy of your marriage certificate
- For marriages that took place more than 1 year ago, proof of joint ownership/joint financial obligations is required. (ie: prior years tax return, if tax document is not provided, a current bank statement, mortgage statement or homeowner's policy)
- A copy of birth certificate
- A copy of social security card

Child under 26:

- A copy of birth certificate
- A copy of social security card
- For a relationship of 'other', a completed PS 457 Statement of Dependence is required along with accepted proof as defined on the PS 457 (an 'other' dependent is a dependent child who is other than the enrollee's own child, adopted or dependent step child who reside permanently in the enrollee's home and receive more than 50% of support from the enrollee including medical expenses. If you have a dependent who meets the above requirements, please request a form PS 457 from the Benefits Department.)

If you have any questions, please contact Christina Thomassen in the Benefits/Payroll Department, Room 224 at 631-471-1324, extension 1328.